

OTR-8629

# CONFIDENTIAL

7 June 1973

Level II complete  
11/27/00 - betty

MEMORANDUM FOR: Director of Training

SUBJECT : Transfer of Certain Courses

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1. On 31 May a meeting was held to try to reach a consensus on a proposal to transfer to the curriculum of the certain courses taught at Headquarters or, failing consensus, to specify the points of difference and reasons for them, so a proper decision could be made by the DTR. The courses being considered were:

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<u>Title</u>	<u>Duration</u>	<u>Runnings Per Yr.</u>	<u>School</u>
Information Reports Familiarization	1 week	6	OS
Information Reports, Requirements and Reporting	3 weeks	6	OS
Operations Support	3 weeks	6-7	OS
Field Administration	3 weeks	6-7	SUS

2. Present at the meeting were:

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Operations School  
Operations School  
Support School  
Support School

Executive Assistant

25X1A

Observing were:

25X1A

Task Force on OTR Organization  
Task Force on OTR Organization  
Task Force on OTR Organization  
EA/Plans

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3. After lengthy discussion, agreement was reached that all four courses could be moved [REDACTED]. Neither the Operations School (for the first three courses) nor the Support School (for Field Admin) advocates such action, but each School concedes that the quality of the courses would not be diminished at the [REDACTED] -- if competent instructors are assigned. [REDACTED] on the other hand, believes that the quality of the courses will be improved at [REDACTED] because of the enhanced learning environment there, freedom from distraction, and longer hours for classroom work and study.

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4. Other points considered were:

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a. Instructors

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New instructors will be needed [REDACTED] for all four courses. [REDACTED], who teaches IRF and IRRR, retires 29 June and must be replaced in any case. The same is true of [REDACTED] who manages Ops Support. And Messrs. [REDACTED], who teach Field Admin, cannot transfer [REDACTED] because they are needed for other courses in the Support School. DDO is nominating replacements for [REDACTED]. But new arrangements must be made to provide instructors for Field Admin. Additionally, an Ops instructor is needed for the Ops Support Course and [REDACTED] say it cannot provide such instruction from its present limited staff.

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b. Facilities

No problem. [REDACTED] says it can accommodate, and welcomes, the increased student load. The four courses will bring:

IRF	1 wk	x 6	x ave.	36	students yr.	=	180	SDs
IRRR	3 wks	x 6	x ave.	75	students yr.	=	1125	SDs
OS	3 wks	x 7	x ave.	115	students yr.	=	1695	SDs
FA	3 wks	x 7	x ave.	100	students yr.	=	1500	SDs
				326			4500	

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[REDACTED] for the four new instructors  
ample classrooms are available  
if tight scheduling is done.

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Classrooms and office space to be released in the Chamber of Commerce Building is needed to accommodate Information Science and Clerical Orientation training which will be moved into C of C this summer.

c. Guest Speakers

At present IRF uses two guest speakers and IRRR 11. Some reduction is possible by using other faculty members

██████████ The IRRR class would probably be brought to Headquarters for a day and have two or three lectures there. Other guest speakers would simply be invited ██████████

Ops Support uses 8-10 guest speakers and Field Admin 9. Both requirements can be sharply reduced at ██████████ by using qualified members of the staff there.

d. "Customer" Reaction

I have queried Senior Training Officers in DDO and DDM&S about possible problems in enrolling students for these courses at ██████████ No special difficulties are foreseen, though it is clear that Training Officers will have to be more careful in scheduling for Ops Support and Field Admin to avoid having students enrolled at the same time they are "processing" for overseas assignment.

e. Costs

Costs for the four courses will be higher at ██████████ because "Liberal" estimates are:

██████████	325 students, 4500	
	student days @ 4.00	\$18,000
Travel	285 students @ 36.00	10,200
██████████		
Guest Speakers	200 speakers @ 36.00	7,200
		<u>\$35,400</u>

f. Timing

The next offerings of the four courses are set for:

IRF	27 August
IRRR	17 September
Ops Support	10 September
Field Admin	13 August

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It appears feasible to plan for all those offerings to be conducted [REDACTED]. If new instructors are not then available for Field Admin, Messrs. [REDACTED] can carry on without difficulty on a TDY basis.

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### 5. Problems

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Only one problem exists -- staffing. Presumably, new instructors willing [REDACTED] will be available by the end of summer to replace [REDACTED] can make full, productive use of any spare time they have between runnings of their courses.

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Getting instructors for Field Admin is more difficult. [REDACTED] he doesn't know whether [REDACTED] would make productive use of their spare time. The Logistics Officer would be teaching only 14 weeks a year, the Finance Officer - 7. An alternative is to have SUS instructors handle the course on a TDY basis at least for the first several runnings - but that is hardly a viable long-term solution. Another choice is to augment the Support Staff [REDACTED] and then task it to conduct the Field Admin course. Further exploration of this problem with the Chief of Station is under way.

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6. Several weeks ago some consideration was given to possibly combining the Ops Support and Field Admin courses. All participants at the 31 May meeting felt this would be unworkable. Contrary to earlier opinion, there is little "overlap" in students (of 430 students taking Ops Support during the past five years, only 101 also took Field Admin.) Also contrary to earlier opinion, there is very little duplication in the two courses -- only a day or so.

### 7. Recommendations

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a. That DTR approve the move of IRF, IRRR, Ops Support, and Field Admin to [REDACTED] effective o/a 1 July 1973.

b. That ISS notify all components of these changes.

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c. That EA pursue with COS [REDACTED] the best means of staffing the Field Admin course.

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[REDACTED]  
Executive Assistant

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Approved For Release 2001/03/04 : CIA-RDP81-00896R000100290001-6

SECRET

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Transfer of Certain Courses

25X1A

FROM:

Executive Assistant, OTR  
1016 C of C

EXTENSION

3107

NO.

DTR-8629

DATE 7 June 1973

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Training

2.

EA

3.

4.

5.

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7.

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11.

12.

13.

14.

15.

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I don't have a final answer from [redacted] who's coordinating the "Customer" reaction to this. He, personally, sees no problem but wanted to sound out Division Training Officers. DD/me's sees no problem. WAT

Jim H & Alan have seen & obeyed this.

To E/A: Approved as follows:

1. Only [redacted] to be replaced!
2. F/A is to be target either by TOY or [redacted] & help of the staff - or is not to be moved!
3. Ops. Support is to be target by [redacted] staff.
4. See other notes in left.
5. Let me know your views.

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